

**HARLOW DISTRICT COUNCIL**

**EQUALITY IMPACT ASSESSMENT FORM TEMPLATE**

NB: This EIA template form should be completed as part of an assessment or screening process involving a minimum of the Project Lead plus at least one other officer. It is strongly recommended that it not be completed by one person working on their own.

<b>Name of service, function or policy being assessed</b>	Legal Services
<b>Service/Department</b>	Governance
<b>Names and roles of officers completing the assessment (indicate Lead officer)</b>	Amanda Julian – Legal Services Manager (Lead Officer) Amanda Mann – Legal Admin Assistant
<b>Contact telephone number of Lead officer</b>	Ext 6072
<b>Date assessment completed</b>	28 <sup>th</sup> May 2010

**1. Aims of the policy/service/function and how implemented**

	<b>Key Questions</b>	<b>Notes</b>
1.1	Is this a new policy/service/function or a review of an existing one?	New assessment of existing service
1.2	Briefly state the main purpose of the policy/service/function?	To provide professional legal advice, legal work and representation to the Council, its Members and Officers.
1.3	Briefly state the main activities of the policy/service/function?	Range of legal functions including (but not limited to): Litigation – Possessions, Debt Recovery, Injunctions, Prosecutions Non-Contentious – Leases, Licences, sale/Purchase of land/property, commercial work, project based work and contracts
1.4	Who are the main beneficiaries? Whose needs is it designed to meet?	The Council, its members and Officers,
1.5	Which staff carry out the policy/service/function?	All legal staff

## 2. Information Gathering and Data Collection

	Key Questions	Notes	If further data collection is needed – state by whom, when and how is it going to be done?
2.1	<p>What quantitative (numerical) data do you already have (e.g. national and local demographic data, equality monitoring data, employee data, customer profile data etc) about those who use or will use the policy or service?</p> <p>What gaps are there in the data?</p> <p>What else do you need?</p> <p>NB. Attach copies of the relevant data that you are using for this assessment</p>	<p>None, clients/users are internal. Application of client policies etc. will have been impact assessed on creation of the policy.</p> <p>Client feedback and statistical data available from variety of internal client on quality of service received</p>	
2.2	<p>What qualitative data do you already have (e.g. results of customer satisfaction surveys, results of previous consultations, staff surveys, analysis of customer complaints/comments, feedback from community groups or individuals etc) about those who use or will use the policy or service?</p> <p>What gaps are there in the data?</p> <p>What else do you need?</p>	See 2:1	

### 3. Consultation

Please state below what formal or informal consultation has taken place or that you are planning to hold with appropriate stakeholders in relation to this policy/function			
	Key Questions	Notes	If further consultations are needed/ planned – state with whom, by whom, when and how is this going to be done?
3.1	<p>What consultations have been held and with whom did you consult?</p> <p>What were the main issues raised?</p>	<p>Protocol between Legal Services and Housing Department. Consultation undertaken by Legal Services Team Leader with senior Housing Officer.</p> <p>Detail of any issues raised is not know at Team Leader has now left but agreement was reached and published to all staff.</p>	<p>Further Protocols are to be produced with other departments and consultation will be conducted by Amanda Julian over the next 12 months.</p>
3.2	<p>What consultations were held specifically with the equality target groups?</p> <p>What were the main issues raised?</p>	<p>See 2:1</p>	

	Key Questions	Notes	If further consultations are needed/ planned – state with whom, by whom, when and how is this going to be done?
3.3	<p>Is the Council working in Partnership with other organisations to implement this policy/function?</p> <p>Should this be taken into consideration? (E.g. Agreeing the equalities monitoring categories)</p> <p>Should the partnership arrangements have an EIA?</p>	No partnership arrangements for carrying out legal Services function as a whole	

**Note**

- It is a legal requirement that consultation takes place with appropriate stakeholders as part of the EIA process.
- You must ensure that you record all the main areas of concern raised by equality and customer groups during consultations and how you aim to address these concerns.

**4. Assessment of Impact**

Based on the data you have analysed and provided, and the results of the consultation or research you have undertaken, list below how the policy or function will or does work for each of the following equalities groups.

Identify any differential impact and consider whether the policy/function meets any particular needs identified for each of the six equalities groups.

**NB:If you do identify any adverse impact you must:**

- a) Seek appropriate advice as to whether it is highlighting unlawful discrimination or is potentially discriminatory, and
- b) Identify steps to mitigate any adverse impact

**Include any examples of how the policy or function helps to promote race, disability and/or gender equality.**

		State evidence of impact or potential impact/How helps to promote equality
4.1	<p><b>Gender</b> – identify the impact/potential impact of the policy/function on women, men and transgender people</p> <p style="text-align: center;">And/or</p> <p>Proposed measures to mitigate any adverse impacts</p>	No known impact

		<b>State evidence of impact or potential impact/How helps to promote equality</b>
4.2	<p><b>Disability</b> – identify the impact/potential impact of the policy on disabled people (ensure consideration of a range of impairments including visual and hearing impairments, mobility impairments, learning disability etc)</p> <p style="text-align: center;">And/or</p> <p>Proposed measures to mitigate any adverse impacts</p>	<p>Although situation has never arisen within the service there could be a potential impact on the visually impaired as we do not make advanced notification or statement that any legal documents produced are available in large print (that is not to say they could not be provided if requested)</p> <p>No other known impact</p> <p>Service does need to raise awareness and to undertake appropriate training to ensure that we remove the risk of any unintentional discrimination</p>
4.3	<p><b>Age</b> – identify the impact/potential impact of the policy/function on different age groups</p> <p style="text-align: center;">And/or</p> <p>Proposed measures to mitigate any adverse impacts</p>	<p>No known impact</p>
4.4	<p><b>Race</b> – identify the impact/potential impact of the policy/function on different black and minority ethnic groups</p> <p style="text-align: center;">And/or</p> <p>Proposed measures to mitigate any adverse impacts</p>	<p>No known impact</p>

		<b>State evidence of impact or potential impact/How helps to promote equality</b>
4.5	<p><b>Sexual orientation</b> – identify the impact/potential impact of the policy on lesbians, gay men, bisexual and heterosexual people</p> <p style="text-align: center;">And/or</p> <p>Proposed measures to mitigate any adverse impacts</p>	No known impact
4.6	<p><b>Religion/belief</b> – identify the impact/potential impact of the policy on people of different religious/faith groups and also upon those with no faith</p> <p style="text-align: center;">And/or</p> <p>Proposed measures to mitigate any adverse impacts</p>	No known impact
4.7	<p><b>Any other groups, if appropriate</b> e.g. children leaving care, carers etc</p>	No known impact



		<b>Notes</b>
4.8	Are there any additional measures that could be adopted to further equality of opportunity in the context of this policy/service/function and to meet the particular needs of equalities groups that you have identified?	<p>Now have representative on Corporate Equalities Group which will help to raise awareness of issues which may not have been considered previously.</p> <p>Representative to report back to Legal Services Manager and to regularly update all staff at monthly team meetings</p>

**NB**

Please provide a summary overview by completing the Section overleaf, ticking the relevant boxes to confirm the outcome and findings of this assessment process

It is also essential that you complete an action plan based on your assessment (see form EIA.2) and attach this to your Equality Impact Assessment form (EIA.1) form. This is a vital component of the equalities impact assessment process.

Include all of the measures that you will take to improve the policy/function for the different equalities communities, e.g. staff training, positive action, revisions to policy, monitoring of your action plan, etc.

Once you have completed the forms EIA.1 and EIA.2 please sign and date and:

- a) Send a copy to your Head of Service for endorsement
- b) Keep a copy as a record of the processes you have been through in carrying out the EIA
- c) Send a copy of the signed and endorsed EIA form plus enclosed action plans to the Corporate Equalities Team via the HDC Equalities and Diversity Officer.

### 5. Summary Overview of EIA

As a summary overview of information and findings provided in the earlier sections of this Equality Impact Assessment, please tick the relevant boxes as appropriate to denote the OUTCOME of this process for each of the Equality Groups.

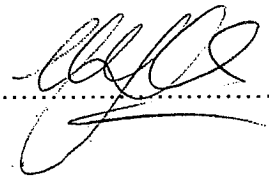
Equalities category	No adverse impact AND promotes equality and diversity <i>Please tick ✓ if appropriate</i>	No adverse impact BUT equality and diversity NOT promoted <i>Please tick ✓ if appropriate</i>	Evidence of adverse impact <i>Please tick ✓ if appropriate</i>
Gender		✓	
Race		✓	
Disability		✓	
Age		✓	
Sexual orientation		✓	
Religion and belief		✓	

**NB:** Tick relevant box as appropriate and based on information provided in section

Note

- If you are unsure of any aspect of this Equality Impact Assessment process you can seek guidance from a departmental adviser to the Corporate Equalities Group or from the HDC Equality and Diversity Officer.
- Once the EIA form has been completed please ensure all enclosures are attached then sign and date the form, ensure it is countersigned by your Head of Service, keep a copy for your records and send to the HDC Equality and Diversity Officer.

Signed  
Project Manager ..... 

Countersigned  
Head of Service ..... 

Print Name Amanda Julian.....

Print Name Mike White.....

Date 7-6-10.....

Date 8-6-10.....

Under the Freedom of Information Act, this completed EIA form will be placed on the Harloweb and be available on request to the general public.